

United States Department of Agriculture



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Transmitted via email

August 6, 2004

MINNESOTA BULLTIN NO. 360-4-33

SUBJECT: PER-AWARDS PROGRAM

Purpose. To announce a 2004 pilot non-monetary Extra Effort Awards Program.

Expiration Date. September 30, 2005.

Effective immediately, and continuing through FY-05, all ASTC(FO) are delegated line officer authority to approve non-monetary spot awards for employees, volunteers, and partners within their Area. Awards are limited solely to the attached statewide approved list. Proper AD-287 documentation is required for all awards with a copy sent to our State NRCS Incentive Awards Officer.

Each ASTC(FO) will be given a fiscal year non-monetary awards budget allocation which includes the dollar value of time-off awards. Until the state office supply is reduced to a manageable level, Area offices will order their supply of award items from the enclosed state supply list.

The ASTC(O) awards budget can only be used for the non-monetary spot awards program. The direct hourly value of time-off awards is to be calculated and you are to deduct this value from your annual awards budget.

This is a Pilot Program to determine if re-delegating this authority to Areas is a cost effective and more employee-friendly way of handling this program. Principal State Office Staff members may recommend, subject to STC approval, non-monetary spot awards for their staff. Please continue to work through our State Incentives Awards Officer in making award approvals.

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WILLIAM HUNT
State Conservationist

Attachment: List of approved non-monetary EE Award Items

DIST: ASTC(FO)